Arizona CTE

SkillsUSA Professional Standards

COMPLEX COMMUNICATION: Employs complex communication skills in a manner that adds to organizational productivity. 1.0	1 **Masters core communication skills for the workplace.** 1.A 2 **Communicates effectively in a diverse work environment.** 1.B 3 **Uses technologies and social media for workplace communication.** 1.C 4 **Foundational communication skill check points** 1.D
COLLABORATION: Collaborates, in person and virtually, to complete tasks aimed at organizational goals. 2.0	1 **Commits to achieving collective goals.** 2.A 2 **Promotes an environment of trust.** 2.B 3 **Optimizes technology to collaborate with others.** 2.C
THINKING AND INNOVATION: Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions. 3.0	1 **Defines a problem in the workplace.** 3.A 2 **Practices inquiry and reflection (I/R) to take action in the workplace.** 3.B 3 **Takes action supported by evidence and reasoning to explain conclusions and accomplish work.** 3.C 4 **Transfers knowledge and skills from one work situation to another.** 3.D 5 **Creates/innovates to improve workplace productivity.** 3.E
PROFESSIONALISM: Conducts oneself in a professional manner appropriate to organizational expectations. 4.0	1 **Adheres to organizational protocol related to behavior, appearance, and communication.** 4.A 2 **Manages time in accordance with organizational expectations.** 4.B 3 **Represents the organization in a positive manner.** 4.C 4 **Performs assigned tasks with a "can do" attitude.** 4.D 5 **Behaves in a way that distinguishes between personal and work-related matters.** 4.E

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	6	**Produces work that reflects professional pride.** 4.F
INITIATIVE AND SELF-DIRECTION: Exercises initiative and self-direction in the workplace. 5.0	1	**Functions independently within the organizational structure.** 5.A
	2	**Adapts to changing conditions and expectations in the organization.** 5.B
	3	**Pursues career advancement opportunities within an organization or field.** 5.C
	4	**Generates innovative ideas, methods, or devices contributing to organizational resources and goals.** 5.D
	5	**Exercises leadership in the workplace.** 5.E
INTERGENERATIONAL AND CROSS-CULTURAL COMPETENCE: Interacts effectively with different cultures and generations to achieve organizational mission, goals, and objectives. 6.0	1	**Uses relevant intergenerational and cross-cultural communication that creates cultural synergy in the workplace.** 6.A
	2	**Contributes to an environment of acceptance and inclusion that enables different cultures and generations to work together.** 6.B
	3	**Respects generational differences related to the use of technology in the workplace. Selects from technological and non-technological methods/tools to communicate across generations.** 6.C
ORGANIZATIONAL CULTURE: Functions effectively within an organizational culture. 7.0	1	**Navigates organizational structures and systems.** 7.A
	2	**Embodies organizational values.** 7.B
	3	**Performs work that advances organizational growth and succuss.** 7.C
LEGAL AND ETHICAL PRACTICES: Observes laws, rules, and ethical practices in the workplace. 8.0	1	**Respects the organization's physical and intellectual property.** 8.A
	2	**Demonstrates loyalty to the organization, its mission and resources.** 8.B
	3	**Maintains a safe work environment.** 8.C
	4	**Adheres to the policies and procedures of the organization.** 8.D
	5	**Adheres to applicable local, state, federal, and international laws and regulations.** 8.E
	6	**Takes responsibility for one's actions in the workplace.** 8.F
	7	**Manages/uses resouces for the good of the organization** 8.G
	8	**Acts with integrity (honest, reliable, and trustworthy.)** 8.H
		nteracts respectfully with co-workers and customers. 8.I

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FINANCIAL PRACTICES: Applies knowledge of finances for the profitability and viability of the organization. 9.0

1. **Exercises prudence in personal finance as it relates to employment.** 9.A
2. **Articulates financial goals and strategies of the organization.** 9.B
3. **Contributes to organizational profitability through knowledge of finances.** 9.C